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11 February 1970

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel

SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

1. Each Deputy Director and head of Independent Office has been assigned personnel ceilings which must be reached by 30 June 1970 and 30 June 1971.

2. The imminence of 30 June 1970 makes it necessary in most instances to reach this ceiling through attrition and controlled entry on duty of new employees. New staffing complements, proper mix of skills and grades, etc., must of necessity be considered as of secondary importance. The reverse must, however, be true in planning for and reaching the 30 June 1971 ceiling. We must of course be prepared to accept imbalances as we make our interim adjustments. Our plans must, however, provide for a balanced staffing complement with the proper occupational skills mix and which maintains insofar as possible our average grade structure, all to be fully implemented by 1 July 1971.

3. For a variety of reasons it is essential that these plans be completed not later than 30 June 1970 or as soon thereafter as is practicable. Among these are:

a. Personnel who would normally remain on duty beyond 30 June 1971 but who cannot be accommodated within the new staffing pattern are entitled to the earliest possible notification, and we must be prepared to assist such personnel in

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GROUP 1  
Excluded from automatic  
downgrading and

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every reasonable way to make their personal plans and adjustments.

b. Recruitment plans must be made to fill vacancies when critical skills are required and for younger and junior personnel essential to the long-range health and vitality of the Agency.

4. The accomplishment of this objective will require an intensive and most thoughtful effort on the part of the Deputy Directors, Independent Office heads, and supervisors in general. A number of actions are required in a relatively short period of time. Most can and should proceed simultaneously. In order that this exercise can proceed on an orderly basis for the Agency as a whole, the following is directed:

a. By 1 March 1970 Deputy Directors and Independent Office heads will submit a report to the Executive Director-Comptroller, advising of any problems they foresee in conforming to the new ceilings by 30 June 1971. If you do foresee problems, you should be as specific as possible as to what they are and where they are and what you are doing or propose to do about them. It is not expected that you can be too specific about grades and names at this juncture, but I think you can be fairly specific as to numbers.

b. Work should start now on staffing patterns to coincide with 1 July 1971 personnel ceilings and to be effective on that date. It is recognized that unforeseen requirements may change these staffing patterns between now and then. For the purpose of this exercise, however, they must reflect your very best thinking and planning and be considered firm. Inasmuch as you have already studied this problem with some care and decisions have been made as to how your staffing pattern is to be reflected in the FY 1971 Congressional budget submission, this should not be too difficult. Not later than 1 April 1970 all components should submit their proposed new staffing pattern to the Director of Personnel, with a copy to the Director of Planning, Programming and Budgeting. (Requests for exception to average grade controls will be justified

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on a case-by-case basis through the Director of Personnel to the Executive Director-Comptroller.) This will require close coordination between components and Career Services. Component positions filled by another Career Service and which are proposed for elimination must be identified to the Career Service furnishing the personnel. Disagreements should be promptly reported to the Executive Director-Comptroller. On 1 April 1970 all components should report to the Executive Director-Comptroller that this has been done. This report should also include any refinements that may have been made from the earlier report of 1 March 1970.

c. With the completion of the action directed in paragraphs a and b above, all components and Career Services should examine in detail their personnel staffing plans with a view to at least tentatively identifying those individuals whom they may be unable to accommodate within their own Career Services after 30 June 1971. This should be completed not later than 1 May 1970 and a report to this effect made to the Executive Director-Comptroller on that date.

d. Heads of components and Career Services should ensure that the most careful and thoughtful attention is given to the individuals who have been tentatively identified as surplus to the needs of that component or Career Service. This should be accomplished by individual consultations, and every effort should be made to reach a solution mutually acceptable to the individual and the Agency. Among the possibilities are:

(1) Reassignment at the same or lower grade, with or without training, to another Career Service or component within the Directorate;

(2) Resignation;

(3) Voluntary retirement if eligible under either the Civil Service Retirement System or the CIARDS;

(4) Optional discontinued service annuity for those under the Civil Service Retirement System and who are qualified by age and years of service;

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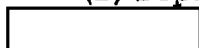
(5) Handling individual cases in essentially the same way for personnel under the CIARDS who have 25 years of service but who are not yet 50 years old.

e. On 1 June 1970 each Deputy Director and head of Independent Office will make a summary report to the Director of Personnel of the status and plans for each individual who has been identified as surplus. If there are individuals for whom no mutually satisfactory solution has been found, a detailed report of what has been done to try to reach a solution will be made, giving reasons why the effort has not been successful and a specific recommendation as to what further action should be taken.

f. The Director of Personnel will make every effort to find a position for each individual at his current or lower grade elsewhere in the Agency. If no satisfactory assignment can be found for any individual, the Director of Personnel must then consider the following alternatives:

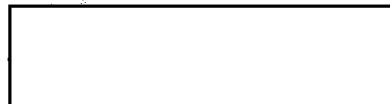
(1) Involuntary retirement under the Director's authority;

(2) Separation with compensation in accordance with



g. On 1 July 1970 the Director of Personnel will submit a status report to the Director with specific recommendations as to further action.

5. It is to be hoped that a mutually satisfactory solution can be found for every employee who may be affected by this exercise. No effort should be spared to ensure this. It should be clearly understood, however, that the Agency has no choice in this matter. The objectives must be accomplished. If in the final analysis the Director's authority to terminate personnel must be used, it will be.



L. K. White

Executive Director-Comptroller

cc: Director of Personnel

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MEMORANDUM FOR: Clandestine Service Personnel

SUBJECT : Liberalized Requirements for Discontinued  
Service Retirement

1. In order to assist Federal Agencies to effect required manpower reductions, the Civil Service Commission has liberalized the requirements for employees in these Agencies to qualify for discontinued service retirement under the Civil Service Retirement System. Although the Civil Service Commission's revised procedures do not specifically apply to Agency personnel a similar approach to liberalizing eligibility for discontinued service retirement has been approved and is now available to Agency employees in areas where a surplus of personnel exists and where personnel reductions must be effected. As is the case in some other parts of the Agency, we have a surplus of personnel and personnel reductions must take place. The liberalized approach to discontinued service retirement, therefore, will be available for all eligible employees in the Clandestine Service and for Clandestine Service Career Service personnel currently assigned elsewhere. The liberalized procedures will be extended also to the foregoing categories of personnel who are members of the CIA Retirement System and who have completed 25 years of creditable Federal Service.

2. The following criteria must be met in order to qualify for an immediate annuity upon retirement under the discontinued service option:

Civil Service Retirement

- a. 50 years of age and have completed 20 years of creditable Federal Service, or
- b. Have completed 25 years of creditable Federal Service, any age.

Discontinued Service annuities are reduced one-sixth of one percent per month (2% per year) for each month the individual is under age 55.

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SUBJECT: Liberalized Requirements for Discontinued Service Retirement

CIA Retirement

a. Have completed 25 years of creditable service, any age, including 10 years Agency and 5 years Qualifying Service. No reduction in annuity will be made for age.

3. Eligibility for discontinued service retirement under the liberalized requirements will be available only during the period that the Clandestine Service and the CS Career Service are overstrength. Consequently, retirements should be scheduled to be effective in the near future, preferably not later than 30 June 1970. Individuals who will attain eligibility for discontinued service retirement subsequent to 30 June 1970 and prior to 30 June 1971 and who are interested in retirement upon attaining eligibility will also be provided the opportunity for retirement when eligible, providing the Clandestine Service and the CS Career Service are overstrength at the date the individuals schedule for their retirement.

4. Discontinued service retirements under this program may be at the option of the individual, and the previous requirement that the individual's position must have been abolished will not apply. To meet administrative requirements, however, discontinued service retirements will be documented as resignations in lieu of involuntary retirement. In each case, it will be necessary to request the employee's resignation based on a determination that he is surplus to the needs of the Career Service and will accept the request that he resign. We have been assured by the Director of Personnel that "Despite this necessary documentation, the new procedure is, in effect, another form of voluntary retirement and is not adversary in nature."

5. Clandestine Service Career Service personnel who are interested in applying for discontinued service retirement or who desire additional information concerning their eligibility, annuities, benefits, etc. under discontinued service retirement should consult with their Personnel or Support Officer and with the Clandestine Service Personnel Staff, GG-10, [ ] Personnel who are assigned to the Clandestine Service but who are members of other Career Services should contact the appropriate representative of their Career Service.

[ ]  
Thomas H. Karamessines  
Deputy Director for Plans

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Procedures for Liberalized Discontinued Service Retirement

1. Preliminary discussion with an employee who meets eligibility criteria and indicates a wish to retire.
2. Preparation and release of the memorandum to the individual concerned (see sample attached). This memorandum serves as the official request for the individual's resignation.
3. In response the individual submits a memorandum accepting the request for his resignation (see sample memorandum attached).
4. The office memorandum requesting resignation and the individual's memorandum accepting should be sent to the Chief, Retirement Affairs Division for action.
5. Preparation of resignation action. In the remarks column indicate that the resignation is submitted pursuant to a request from the (Deputy Director, Office Head, etc.). On the reverse of the 1152 the individual's reason for resigning should merely be that the resignation is submitted pursuant to the memorandum from (Deputy Director, Office Head, etc.).
6. The 1152 is processed normally.
7. Upon receipt of the memorandums, Chief, RAD will see that the individual's retirement card, Form 2806, bears the notation: Surplus, resignation requested. The retirement card and the application for retirement will then be hand-carried to the Director, Bureau of Retirement and Insurance.

8. For CIARDS cases, Chief, RAD will take the necessary action to process the memorandums and application for retirement to the Retirement Board.

MEMORANDUM FOR:

SUBJECT : Request for Resignation

1. This memorandum confirms your recent discussions with a representative of this office.
2. There currently exists a surplus of on-duty strength in relation to new reduced ceilings in this (Directorate, Office, Division, etc.) which makes necessary a reduction in personnel. Toward this end, I have determined that you are surplus to the needs of your Career Service and, accordingly, hereby request your resignation effective \_\_\_\_\_.
3. The circumstances of your resignation and separation make you eligible for an annuity (under the discontinued service retirement provisions of the Civil Service Retirement Act) (under the involuntary provisions of the CIA Retirement and Disability System). We urge you to contact the Retirement Affairs Division, Office of Personnel, where every effort will be made to provide whatever information and assistance you may need in preparing for your separation and retirement.

MEMORANDUM FOR: (Deputy Director, Office Head, etc.)

SUBJECT : Resignation

REFERENCE : Your memorandum dated \_\_\_\_\_,  
Subject: Request for Resignation

I hereby submit my resignation from the Central Intelligence Agency  
as requested in reference memorandum to be effective \_\_\_\_\_.